

CONFIDENTIAL

25 JUN 1957

MEMORANDUM FOR: Chief, Finance Division
Chief, Machine Records Division

SUBJECT: Credit Balances Appearing in the Allotment and Property Authorization Status Report as a Result of Issues of Common Administrative Items not Subject to Property Authorization.

REFERENCES: (a) Memo dated 16 April 1957 from Chief, Finance Division to Chief, TAS.
(b) Tentative Handbook No.
(c) Memo dated 20 October 1955 from Deputy Comptroller to Office of Communications.

1. Reference (a) requested that the Technical Accounting Staff review the basis for the recording of expendable and non-expendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency components through building supply offices and to revise the system with a view of eliminating "red" balances in the Allotment and Property Authorization Status Report resulting from the recording of such transactions. It was also requested that similar action be taken regarding communication equipment transferred to overseas communication locations for subsequent issue.

The above mentioned issuances of property are then reflected on the 600.2 Property Issues Report and the Allotment and Property Authorization Status Report. Since there is no property authorization issued to cover the aforementioned allotment account numbers it results in the reflecting of credit (red) balances on the Allotment and Property Authorization Status Report.

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JOB NO. BOX NO. FID NO. DOC. NO. NO CHANGE

IN CLASS / DECLASS / DATES CHANGED TO: TS S () EXT. JUST. 2.2

NEXT REV DATE: 26/1/79

NO. PGS: 5 CREATION DATE: 04 DEC 50 0738 ORIG CLASS: S

REV CLASS: C REV OCCAS: AUTH: 25 JUN 70-3

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~~S-E-C-R-E-T~~

3. On 13 June 1957 a meeting attended by representatives of the following offices was held to discuss the possibility of eliminating the subject credit balances:

Finance Division
Machine Records Division
Budget Division
Office of Logistics
Technical Accounting Staff

4. Adoption of the following procedure was agreed upon for immediate implementation at this meeting:

a. The Office of Logistics will continue to process the documents representing such issuances of property in accordance with the current procedure.

b. Machine Records Division will process such documents and include the issuances of property on the Cost Report as charges to the allotment account numbers referred to in paragraph 2, above. However, prior to the preparation of the Allotment and Property Authorization Status Report the Machine Records Division will sort out the cards representing charges for issuances of property to the [redacted] allotment account numbers and will not include such cards in the preparation of the Allotment and Property Authorization Status Report. The monetary value of the cards so eliminated from the Allotment and Property Authorization Status Report will be used for balancing purposes.

c. The credit balances currently reflected on the Allotment and Property Authorization Status Report will be reversed by Machine Records Division which will sort out the cards representing charges to the fictitious allotment accounts. Such cards will then be eliminated in the preparation of the Allotment and Property Authorization Status Report.

5. In reference (c) it was provided that issue reports received from overseas communications installations would be processed by the Finance Division as charges to using elements and credits to the fictitious 7900 series allotment cost symbols. Inasmuch as there has not been a full compliance by the overseas installations in transmitting issue reports to Headquarters, the Finance Division has not processed the reports received as adjustments to the 7900 series of accounts. In view of the anticipated action to extend financial property accounting to all communications locations at an early date, no action should be taken to process the issue reports on hand or received hereafter as contemplated in reference (c).

[redacted]
Deputy Comptroller.

~~S-E-C-R-E-T~~

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f.m. JAG
TAS/LIM/bw (24 June 1957)

Distribution:

Addressee: Finance Division - 2
Machine Records Division - 1

cc : Budget Division - 1
PAS - 1
Office of Communications - 1
E/F Officer, Office of Communications - 1
Office of Logistics - 1
E/F Officer, Office of Logistics
O/L - SD/SOB - 1

~~SECRET~~

- 3 -

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TRANSMITTAL SLIP		DATE 16/57
TO: Comptroller		
ROOM NO. 1039	BUILDING Alcott	
REMARKS:		
Attn: Technical Accounting Staff		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><i>Let's review this and determine action necessary. Please set up a project assign- ment therefor.</i></p> <p style="text-align: right;"><i>FWG</i></p>		
FROM: Accounts Branch <i>FWG</i>		
ROOM NO. 1130	BUILDING I	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller
ATTN : Technical Accounting Staff
FROM : Chief, Finance Division

DATE: 16 April 1957

SUBJECT: Credit Balances Appearing in the Allotment Ledger as a Result of
Issues of Common Administrative Items not Subject to Property
Authorization

25X1 REFERENCE: Tentative

1. Expendable and non-expendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency components through building supply offices are not subject to the Property Authorization Control Procedure. Likewise, communication equipment transferred to overseas communication locations for subsequent issue should not be recorded as an issue in Property Authorization Control Procedure.

2. It is requested that your office review the basis for such recording and revise the system with a view of eliminating "red" balances in the records resulting from the recording of such transactions.

25X1

Distribution:

Orig & 1 - Addressee

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~~SECRET~~
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TAS

Office of Communications

Uccy. - General
(7PA)

25X1

ATTN :

Deputy Comptroller

Property Transfers to COMMO Field Supply Depots - Exception
to Requirement for Property Authorization Certification

25X1

1. Attached is a copy of my memorandum to the Office of Logistics relative to your discussion with of the Technical Accounting Staff on 10 October 1955.

2. It is our understanding that you will inform the affected field locations that henceforth requisitions for the movement of stock from a Z.I. location to a COMMO field supply point will be reflected at Headquarters as an issue and coded to the appropriate symbol as indicated in the attachment. In conjunction with this operation, the field supply depot will be required to establish a suspense folder for accumulation, on a monthly basis, of all issue or requisition actions from their stocks. At month end, project issues report referred to in Para. 5, will be prepared and submitted in duplicate to KUBARK headquarters. This report will be utilized by Finance Division, Headquarters to reflect the cost of property issued to various stations, missions, or projects with contra entries to the appropriate symbol as shown in the attachment.

25X1

3. It is requested that you coordinate your instructions with this Office.



25X1

ATTACHMENT-1

Memo to LO from Deputy Compt.
dtd 13 October 1955 Same Subj.

25X1

TAS/LOH/ak (13 Oct. 55)
Rewritten: jah (19 Oct. 55)

Distribution:

- Orig. & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - TAS Subject
- 1 - Approved For Release 2002/07/12 : CIA-RDP79-00065A000200120002-4
- 1 - TAS Reading

2 Remotex copy
sent to

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